

eMARS Agency Implementation Guide (AIG) Release Two November 15 - 16, 2005



Kentucky
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Agenda – AIG Release Two Session

- Welcome and Introductions
- Q&A Process
- Checkpoints from Release One
- AIG Overview of Release Two
- Next Steps
- Key Dates
- Questions



Q&A Process

- Please ask questions as we go along
- Parking Lot will include
 - Questions we need to table for time
 - Questions we need to table because they are coming up later in this presentation
 - Questions we need to research
- Q&A time at the end of session
- FAQ document will be created and posted on the eMARS web site to reflect questions from all sessions



Agency Implementation Guide (AIG) Release One Checkpoints



Topics in Release One -- Checkpoints

- 6.5.1 – Agency Goals and Objectives
- 6.5.2 – Complete Planning Questionnaire
- 6.5.3 – Refine Assignments/Schedule Meetings
- 6.5.4 – Gather MARS Agency COA Codes
- 6.5.5 – Review Usage Analysis Technique
- 6.5.6 – Review Current Processes



Topics in Release One – Checkpoints (Continued)

- 6.5.7 – Review eMARS COA Model
- 6.5.8 – Define Agency COA and Accounting Templates
 - New sections in Release 2
 - 6.5.8.1 Define Agency Program Budget Usage
 - 6.5.8.2 Define Agency Organizational Structure
 - 6.5.8.3 Review Program Budget & Cash Control Structure with GOPM analyst

Topics in Release One – Checkpoints (Continued)

- 6.5.26 – Issue Identification and Resolution
- 6.6 - Agency Interfaces
 - New Section for Release 2
 - 6.6.6 Collection of Agency Accounting Templates for Central Billings
- 6.11 Agency Reporting Analysis
 - ODBC capabilities revisited
- 6.12 Security and Workflow



Agency Implementation Guide (AIG) Release Two

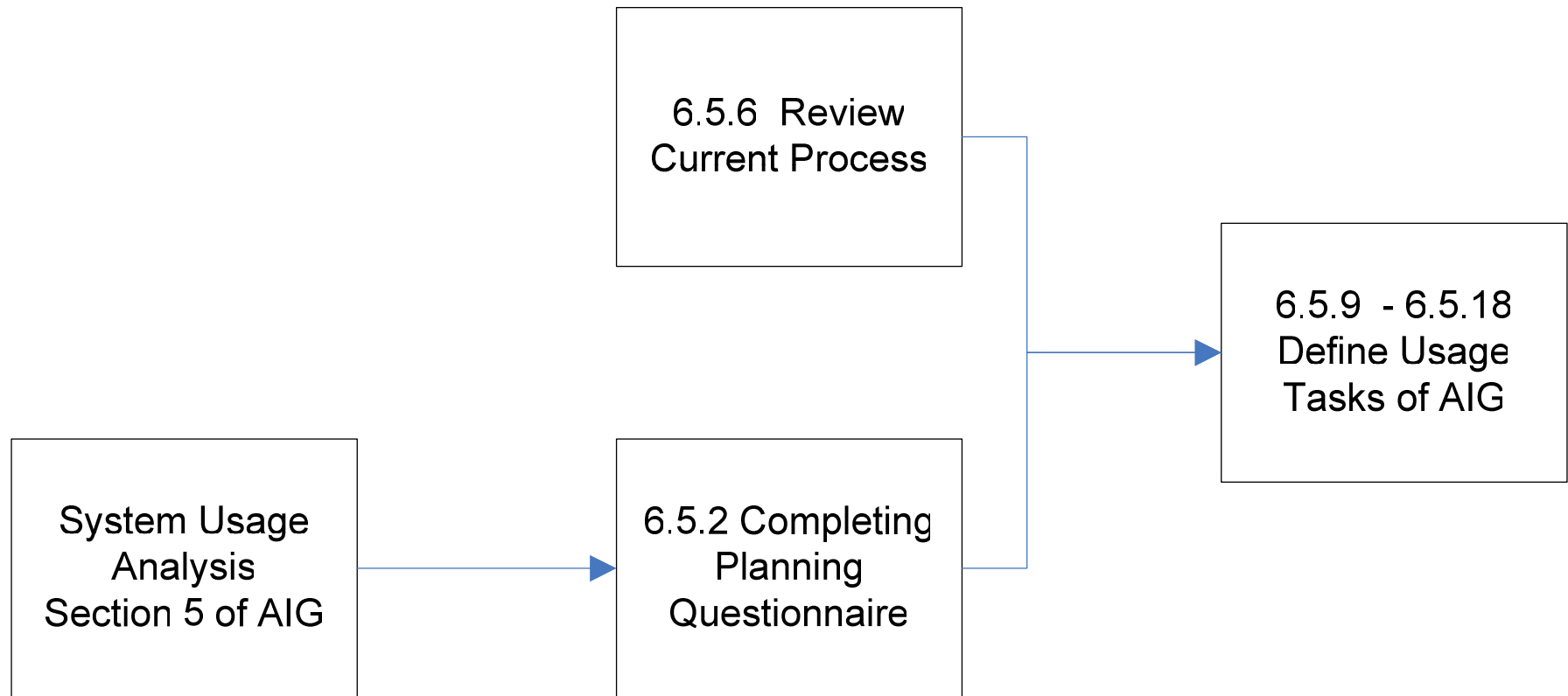


5.1.6 – Purchasing and Payables

- Competitive Sealed Bidding
- Competitive Negotiation
- Noncompetitive Negotiation
- Small Purchases
- Catalog Functionality
- Commodity Codes
- Buying Entities
- Document Subtype – Procurement Type
- Cited Authority
- Funding Templates
- Tolerances
- Assignment of Benefits
- Contract Termination
- Contract Renewals
- Receiving Maintenance
- Encumbrance Management
- Procurement Archiving
- Vendor Registration
- Vendor Approval
- Vendor Updates
- Vendor Purge
- Online Functionality
- Workload Management Setup
- Matching
- Direct Order Reference
- Straight Disbursement



Linking Functional Analysis Tasks



6.5.9 – 5.18 – Define Usage of Functional Areas

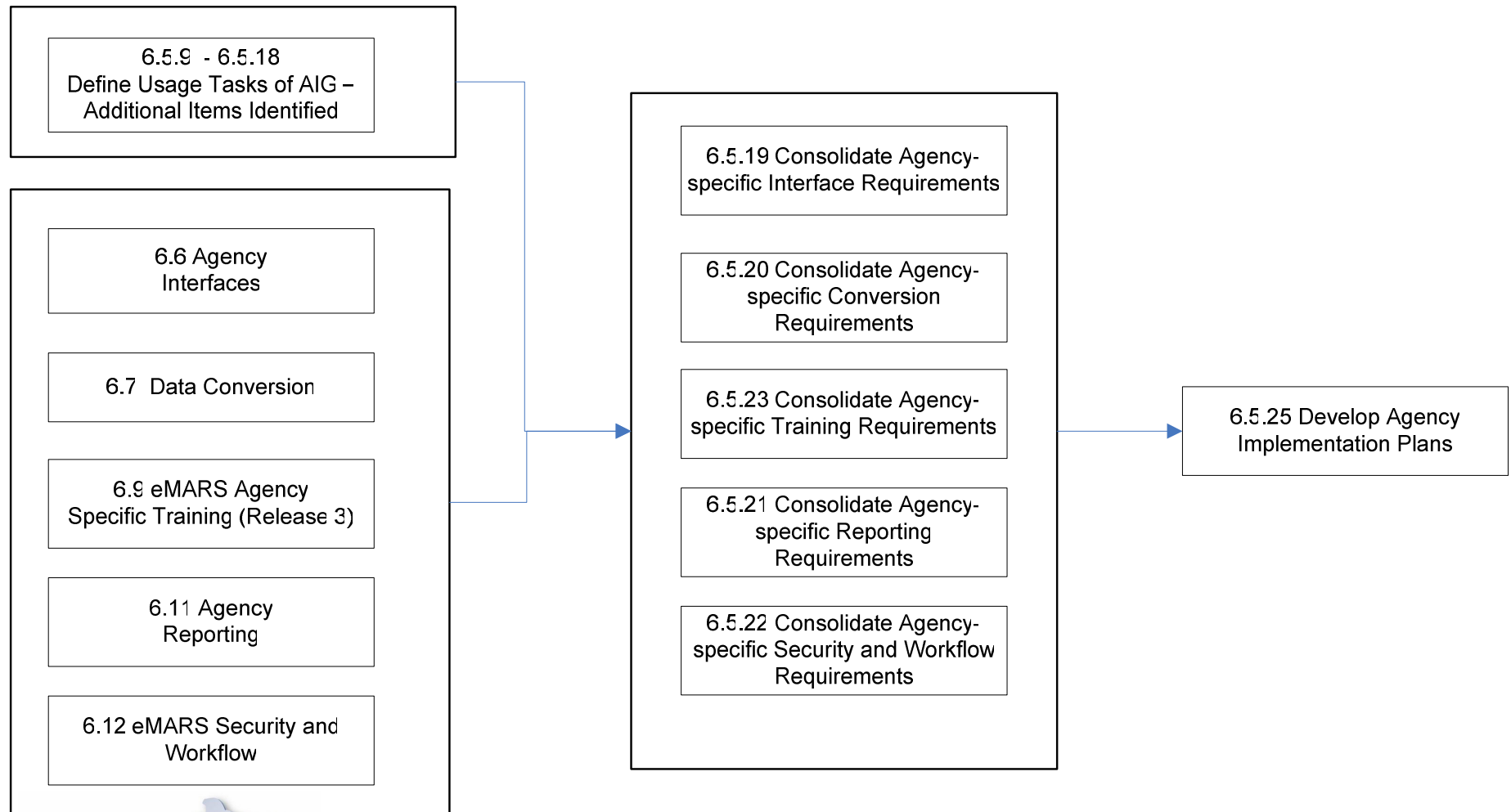
- Assemble agency staff knowledgeable in the specific process requirements and procedures
- Review eMARS functionality and system usage analysis provided in the AIG.
- Determine how your agency will
 - Implement the process functionality
 - Identify and prepare agency-specific procedures, if necessary
- Pre-requisite (6.5.2 and 6.5.6)



6.5.9 – 5.18 – Define Usage of Functional Areas (Continued)

- Document any requirements identified for others areas including:
 - Reports
 - Interfaces
 - Security and Workflow
 - Conversion
 - Agency-specific Training
 - Agency-specific Procedures
- Document these requirements on the respective forms
- Use when analyzing the needs in the respective area

Linking Functional Analysis Tasks

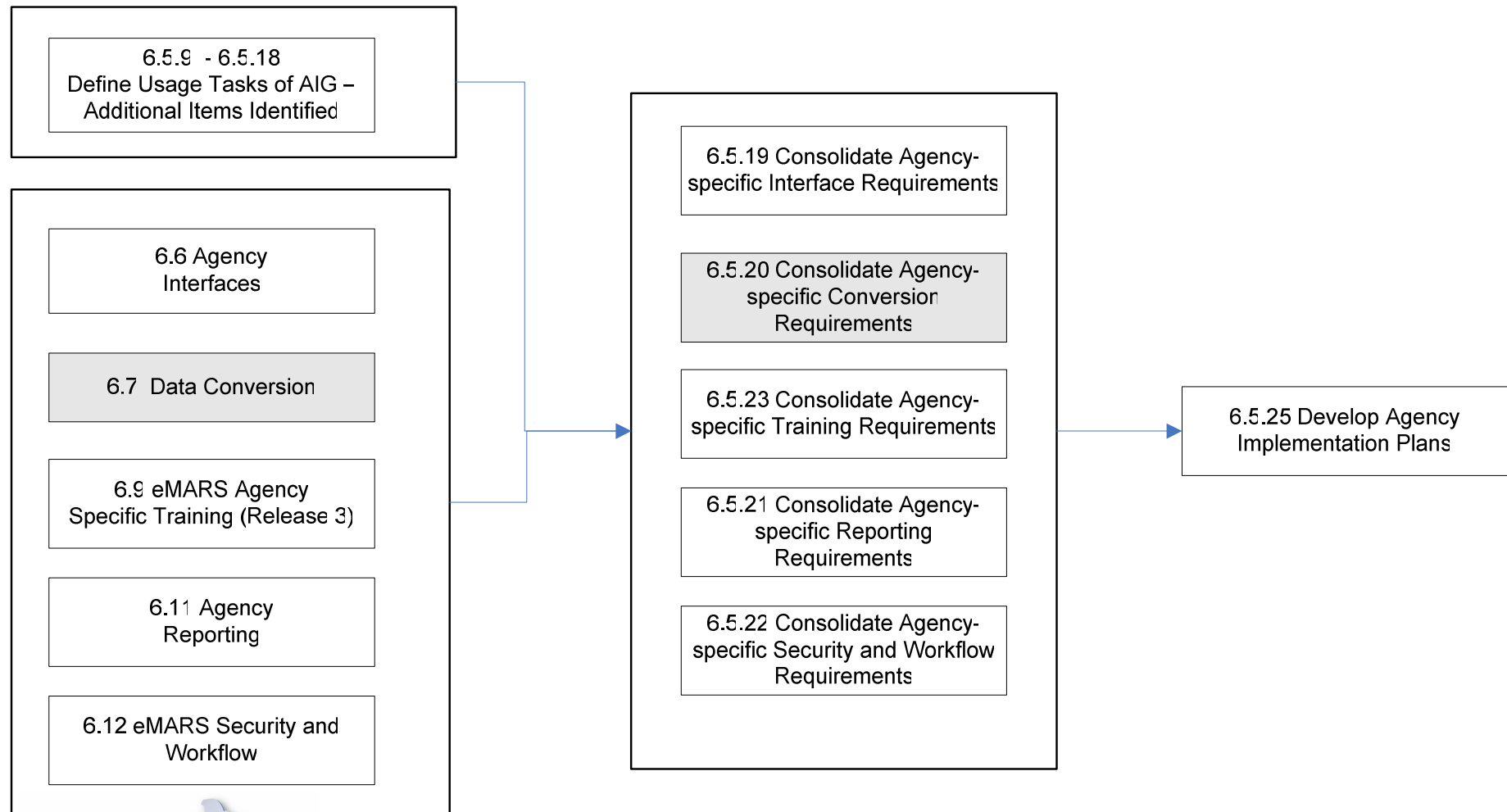


6.7 – Data Conversion

- Identify eMARS Data Conversion Team Lead
- Identify agency systems which have the potential to be replaced with eMARS.
- Determine Agency-Specific Data Conversion Requirements for each system being replaced or interfaced with eMARS.
- Design Data Extract Programs/Manual Procedures to format and structure data to be extracted for loading into eMARS.
- Develop and Test Data Extract Programs/ Manual Procedures
- Extract Data to be Loaded into eMARS



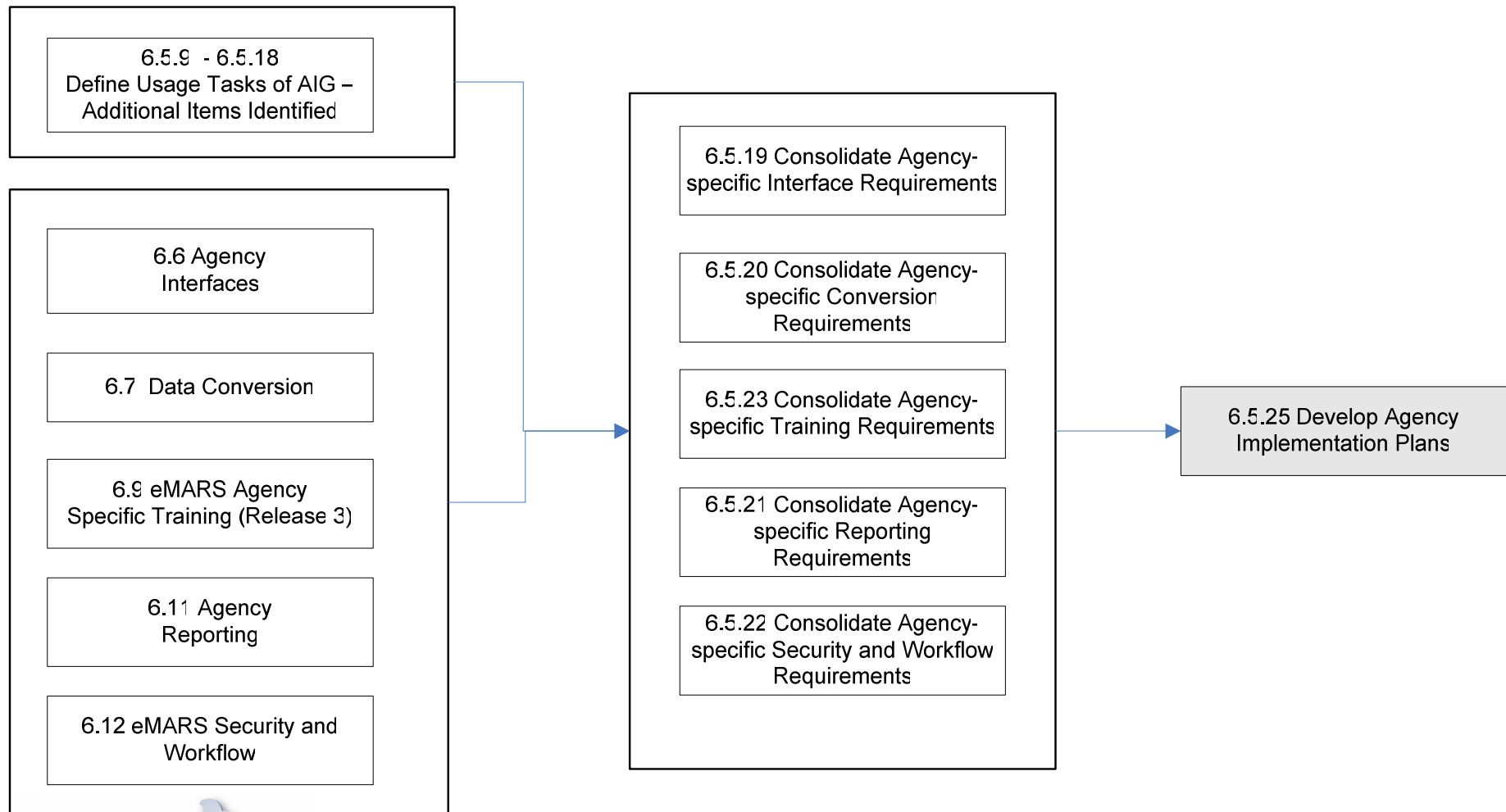
Linking Functional Analysis Tasks



6.5.19 – 6.5.25 – Consolidate Agency Specific Requirements

- Identified during the:
 - Define SUA Analysis tasks 6.5.9 – 6.5.18
 - Area Specific tasks (i.e 6.12 Security and Workflow)
- Review to check for duplicates, additions, and deletions
- Validate overall plans
- Areas to be reviewed with this process include:
 - Interfaces
 - Conversion
 - Reporting
 - Security and Workflow
 - Agency-specific Training
 - Agency-specific Procedures

Linking Functional Analysis Tasks



6.26 – Develop Agency Implementation Plan

- Consolidate information from the:
 - Review of Processes
 - Review of Current Processes
 - Identification of System Usage (Planning Questionnaire)
 - System Usage Analysis
 - Requirements Consolidation
 - Additional work plans for the specific areas, i.e. Reporting or Interfaces, identified in section 6
- Develop Agency-specific work plans



6.13 – Acceptance Testing

- No agency-specific tasks associated with this section
- Purpose is to determine if eMARS meets all established Commonwealth business requirements, performance, and security standards.
- Guided by the User Acceptance Test Plan (UAT Plan) which defines:
 - User acceptance testing methodology
 - Plans for performing and managing the User Acceptance Test
 - Each component of the eMARS system to be tested
 - The roles and responsibilities for the Commonwealth and CGI-AMS
 - The resources required to perform the User Acceptance Test
 - The timing of test activities
 - The acceptance testing process
 - The guidelines and procedures that will govern the testing execution



6.14 – eMARS Post-Implementation Tasks

- eMARS will constitute a majority of the Customer Resource Center (CRC) resources during the final 3 quarters of fiscal year 2006 when eMARS goes live in production.
- CRC will continue to provide support and services
 - Training
 - Helpdesk
 - eMARS Financial and Procurement Document Assistance
 - Pcard Support
 - Vendor Support
 - Continuous Improvement
- Obtaining eMARS Help
 - Toll Free Number (1-877-973-HELP)
 - E-Mail Group: Finance.CRCGroup@ky.gov



6.5.8.1- Define Agency Program Budget Usage

Form Name: Agency Program Budget (Function) Usage

Agency Name:

Agency/Dept. Location:

Include On-Budget Only – Non-Capital.

[illegible]

*Fund: The first two digits of the eMARS Fund should represent the current MARS Fund number (i.e. 01, 13, 29)

** Function: Group/Type extract from GOPM APAL Crosswalk



6.5.8.1- Define Agency Program Budget Usage

- Use AP/AL crosswalk from GOPM analyst
- Opportunity to restructure Program Budgets
 - Expand or Collapse
- Map PBUs to Function or Sub-Function
- Get approval from your GOPM analyst (Section 6.5.8.3)

6.5.8.2- Define Agency Organization Usage

Form ID: F6.5.8c

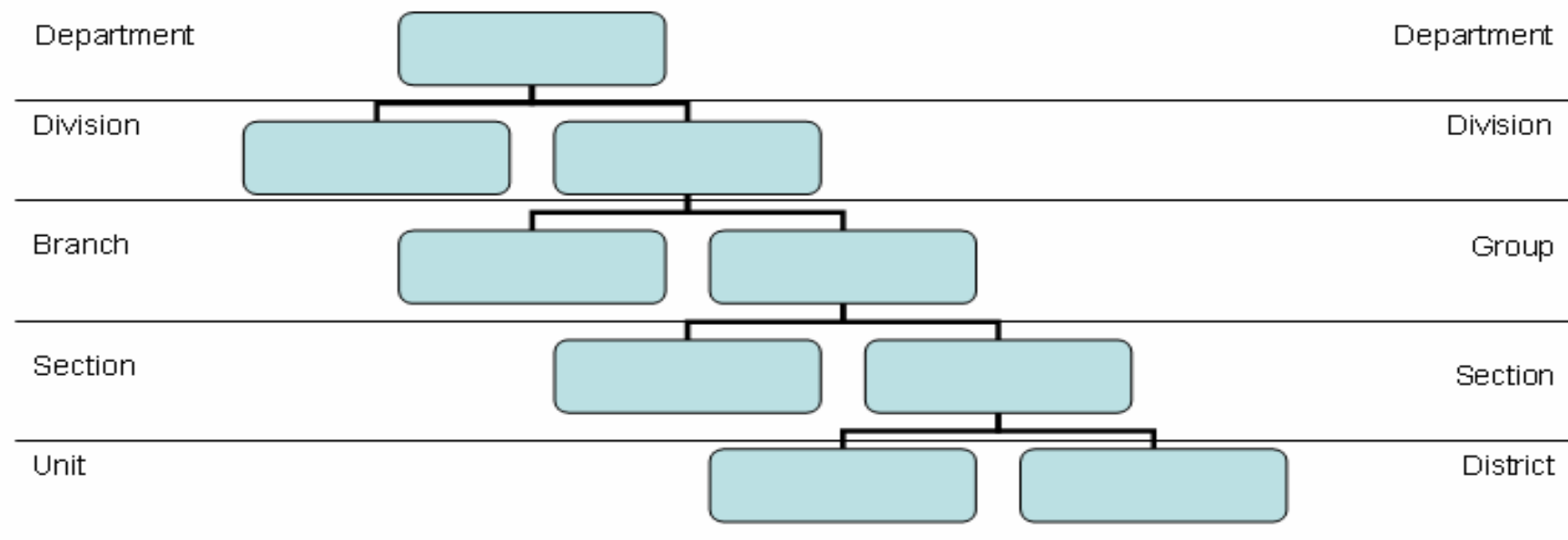
Form Name: Agency Organization Usage

Agency Name: _____

Agency/Dept. Location: _____

**KY
Structure**

**eMARS
Structure**

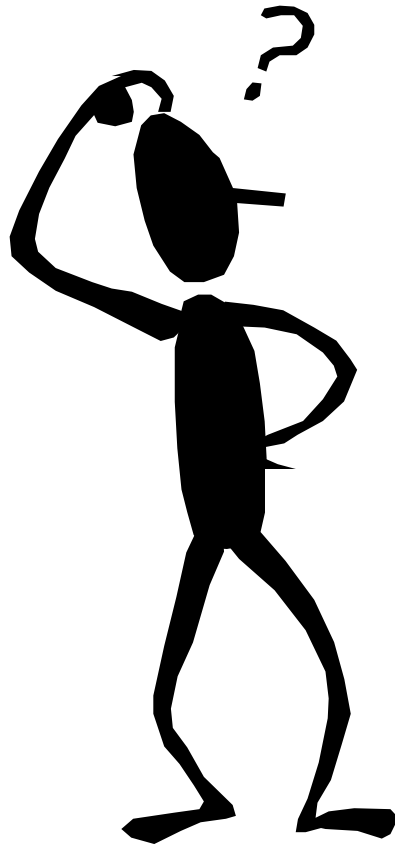


To complete this form, draw a sample organization chart for your department. This organization chart should only go as low as the department will record and report accounting activity. For example, your actual departmental organization chart may go as low as Section (i.e. Department / Division / Branch / Section), however, your department only requires the ability to record and report on accounting activity at the Branch level. If so, this organization chart only needs to be drawn to the Branch level.

6.5.8.2- Define Agency Organization Usage

- May not be necessary if Program Budget Structure closely resembles Organization structure
- Use to establish lowest level for recording and reporting accounting transactions
- Will drive the definition and setup of the eMARS **Units** COA element

eMARS AIG Release 2 Kickoff – Q&A



Questions?

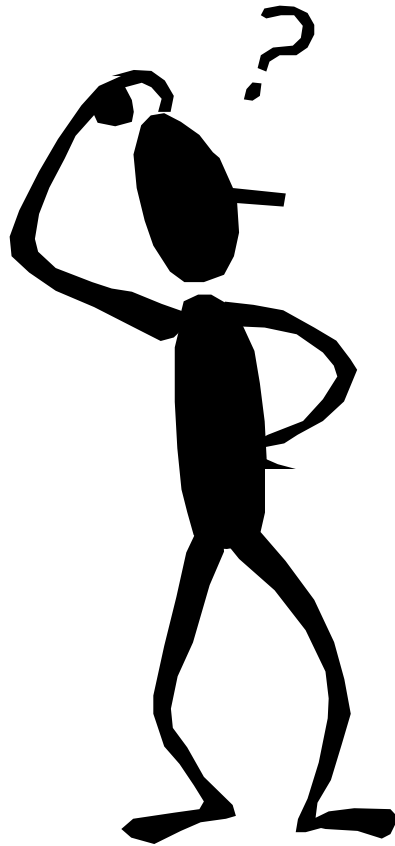
6.15 – Cost Accounting, Projects, and Grants

- Assign eMARS Cost Accounting, Projects, and Grants Team Lead
- Attend Projects and Grants Cash Balance Cleanup meeting (many have already done this)
- Identify Grants to be Converted to eMARS
- Update and Submit T_GrantstoConvert table
- Dispose of Cash Balances for Grants that Will Not be Converted to eMARS
- Correct and clean up data for grants to be Converted into eMARS

6.15 – Cost Accounting, Projects, and Grants

- Attend Projects and Grants Data Collection and Testing meeting
- Complete and Submit Initial Projects and Grants cross-walk table
- Complete and Submit Initial Major Program Structure tables
- Maintain and Submit Final Major Program structure tables
- Maintain and Submit Final Projects and Grants cross-walk table

eMARS AIG Release 2 Kickoff – Q&A



Questions?

Next Steps

- Complete AIL and Implementation Team Training
 - Technology Based Learning (TBLs)
 - Independent Study Guides (ISGs)
- COA meetings continue
- Security and Workflow training sessions
- Grants Conversion sessions
 - Data cleansing of Federal fund balances
 - Conversion database for grants
- ALM Assignments

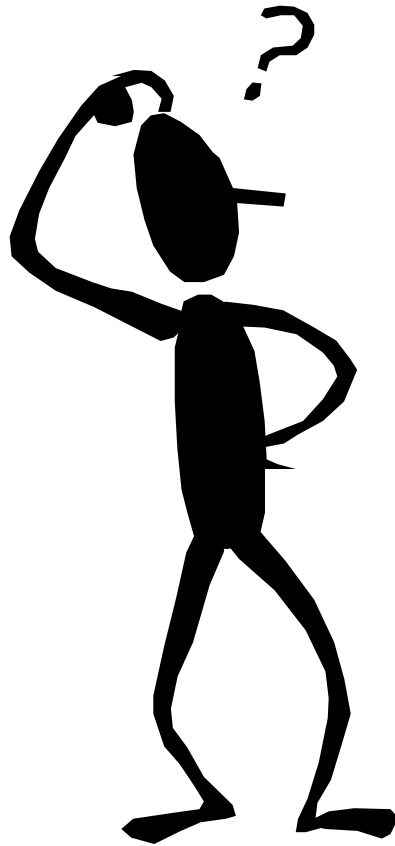


Key Dates

- COA Meetings Ongoing
- Grants Conversion sessions November 30 & December 1
- Security and Workflow training December 5 & 9
- AIG Release 3 session December 19 & 20



eMARS AIG Release 2 Kickoff



Questions?